



**THE ARMY RECORDS
INFORMATION MANAGEMENT
SYSTEM
(ARIMS)**

AR 25-400-2

15 NOVEMBER 2004

EFFECTIVE: 15 DECEMBER 2004



ARIMS

AR 25-400-2

WHAT IS ARIMS?

ARIMS provides the Army with the ability to manage hard copy and electronic records more efficiently and effectively. Using web-based tools and technology, ARIMS provides enhanced capabilities for the identification of records, the indexing and storage of long-term and permanent records, and the tracking and retrieval of those records stored in the Army's Records Holding Area(s).



ARIMS

AR 25-400-2

How do I access ARIMS?

To use functions of ARIMS, you must first have a valid AKO account to register as a user. The information you provide during registration is used to create a unique profile for you that defines which features you will have access to use.

WEB SITE: <https://www.arims.army.mil/>



PURPOSE

- Establishes the Army Records Information Management System (ARIMS)
- Furnishes the only legal authority for destroying nonpermanent Army information.
- Provides life-cycle management instructions for the systematic identification, maintenance, storage, retrieval, retirement, and destruction of Army information recorded on any medium.



PURPOSE

(continued)

- **Ensures that mission-oriented records are available when needed, that they are in usable format, and are created, maintained, used, and disposed of at the least possible cost.**
- **Preserves those records needed to protect the right and interests of the Army and its members and former members, and those that are of permanent value.**
- **Ensure records related to matters involved in administrative or legal proceedings will be retained until the staff judge advocate or legal advisor authorizes resumption of normal disposition.**



ARIMS
AR 25-400-2

How do I access AR25-400-2?

**AR 25-400-2 may be accessed from the Army
Publishing Directorate website at:**

<http://www.apd.army.mil>



HISTORY

- **AR 340-2, Maintenance and Disposition of Records for TOE & Certain Other Units of the Army (7 Dec 84)**
- **AR 340-18, The Army Functional Files System (TAFFS): General provisions (UKN)**
- **AR 25-400-2, The Modern Army Record Keeping System (MARKS) (15 Oct 86, 24 Feb 93, 1 Oct 01)**
 - **AR 30-1, The Army Food Service Program (1 Jan 85)**
 - **AR 30-21, The Army Field Feeding System (24 Sep 90)**
(AR 30-1 and AR 30-21 are MARKS files from FY-87 to FY-02)
 - **AR 30-22, The Army Food Program (30 Aug 02) Updated: (10 May 05)**
 - **DA PAM 30-22, Operating Procedures For The Army Food Program (30 Aug 02) (MARKS Files for FY-03)**



History

(continued)

- **AR 25-400-2, The Army Records Information System (ARIMS) (18 Mar 03)**
 - ARIMS Files for FY-04
- **AR 25-400-2, The Army Records Information System (ARIMS) (15 Nov 04)**
 - ARIMS Files for FY-05 & 06



ACRONYMS & ABBREVIATIONS

- **AEA – Army Electronic Archives to which records are transferred.**
- **ARIMS – The Army Records Information Management System**
- **CFA – Current Files Area**
- **DISPOSITION INSTRUCTION CODES**
 - K – Keep (Record).**
 - K6 – A record is kept until no longer needed for business, but no longer than 6 years.**
 - E – Event when Applicable KE6 – A record is kept until no longer needed for business but no longer than 6 years after a specific event occurs.**
 - KEN – Keep Event No (longer needed).**
 - KN – Keep No (longer needed).**
 - KU – Keep Until (disposition instructions are published).**
 - P – Permanent Retention.**
 - R – Rescinded (record).**
 - S – Superseded (record).**



ACRONYMS & ABBREVIATIONS

(continued)

T – Transfer (record).

TP – Transfer Permanent.

TEP – A permanent record is transferred until no longer needed for conducting business, then retire to the RHA/AEA.

TU – Permanent unscheduled record. Keep in CFA until disposition instructions are published; then apply approved disposition.

U – Unscheduled Records.

ORL – Office Records List

RHA – Records Holding Area

RM Assist – Records Manager Assist

**RMDA – U.S. Army Records Management and
Declassification (RMDA) Agency Home Page**

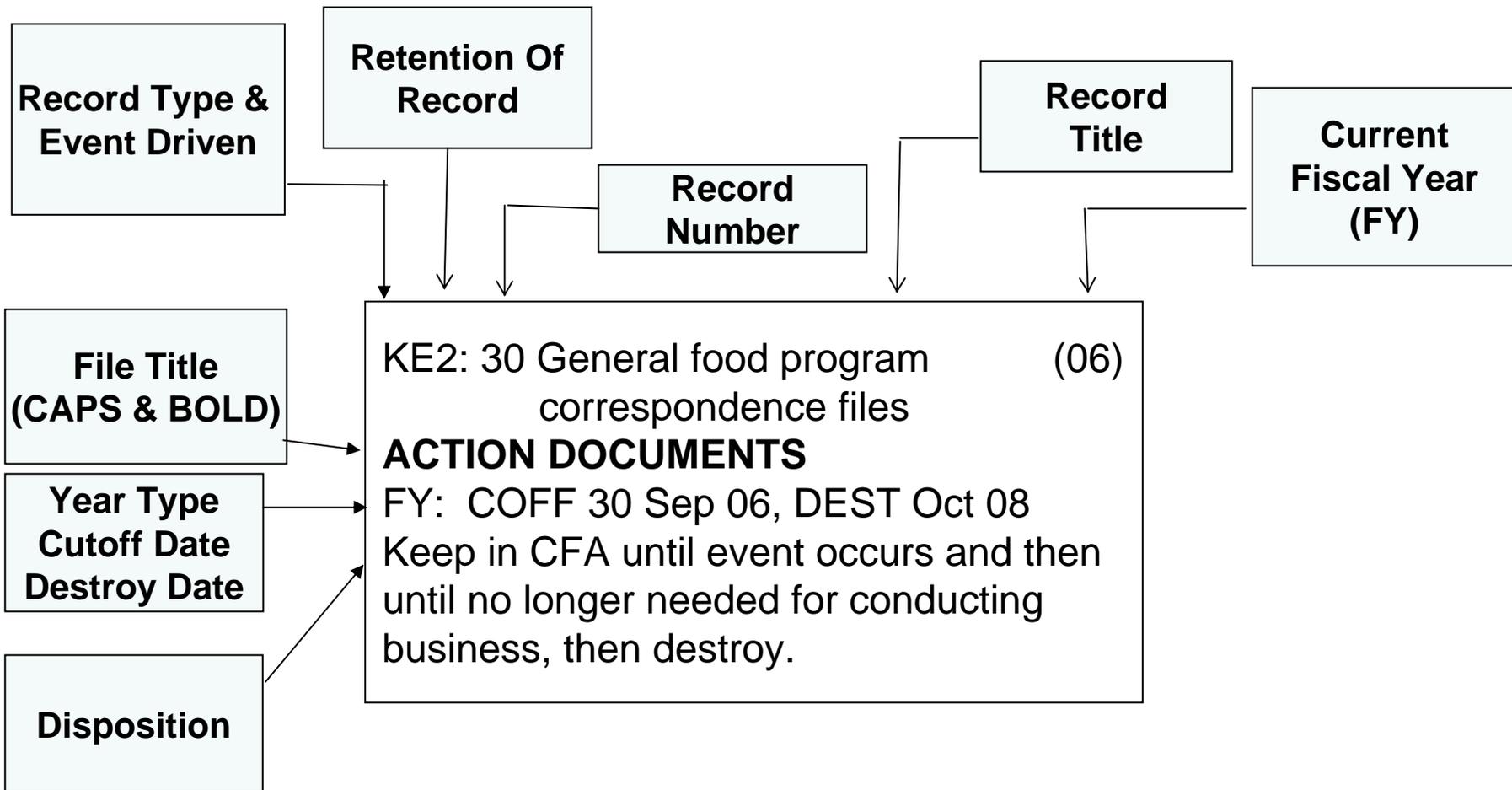
RN – Records Number

RRS-A – Records Retention Schedule - Army

USAPD – U.S. Army Publishing Directorate



FILE LABELING





BINDER LABEL

Ijj

Ref Pubs

ARs

15-6

thru

AR 30-22

&

DA PAM 30-22

**Dest when
supsd, obs,
no longer
needed for
reference.**



CONTAINER (FILE CABINET) LABEL

30 Food Program Files (06)
(30, 30-22a – 30-5a2 & 30-22aa – 30-22ff)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for conducting business
but no longer than 2 years, except records TRF to RHA/AEA,
then destroy.



LABELING

K2: 30 Food Program (06)
**OFFICE RECORDS LIST (ORL) & RECORDS RETENTION
SCHEDULE-ARMY**
(RRS-A)DEST when superseded or obsolete.

- **Master List of CFA 30 Files.**
- **Report of All RRS-A Updates Within Last 6 Months.**
- **Record Retention Schedule – Army (RRS-A) Food Category – 30.**
- **RRS-A Category Descriptions.**



KE2: 30 General food program (06)
correspondence files

ACTION DOCUMENTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until no longer needed for conducting business, then destroy.

Suspense's, Requests & Replies

- **Approving Meals**
- **Procuring/Reporting Procedures for Subsistence**
- **Philip A. Connelly Awards**
- **Garrison Dining Facility Awards**
- **Holiday Meals**
- **Cash Meal Payment Requirements**
- **E-Mails**
- **Fax's**
- **Annual Reviews**
- **Request for Support**



KE2: 30 General food program (06)
correspondence files

NON-ACTION DOCUMENTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until no longer needed for conducting business, then destroy.

- **General, Routine, Administrative Correspondence**
- **Organization Charts**
- **BA Schedule(s)**
- **AT Schedule(s)**
- **Memorandums**
- **Additional Duty Orders**
- **E-mails**
- **Fax's**
- **Recommendations**



T2: 30-22a Cash receipts (06)
CONTROL RECORDS FOR DD FORM 1544
FY: COFF 30 Sept 06, TRF Oct 08
**Keep in CFA until no longer needed for
conducting business, then retire to RHA/AEA.**

- **Additional Duty Orders**
- **Copies of DA Form 3161**
- **Copies of DA Form 410**
- **DA Form 3546**
- **Invoices**
- **IMPAC Card Receipts**
- **Report of Surveys**
- **AR 15-6**
- **Unannounced Cash Counts**
- **Billing Actions**



KN6: 25-30n Accountable form receipts (06)
and issues

**CASH MEAL PAYMENT BOOK REGISTER
DA Form 410, DA Form 3161, & Mail Forms**

FY: COFF 30 Sept 06, DEST Oct 12

Keep in CFA until no longer needed for conducting
business, but not longer than 6 years, then destroy.

- **Must be Filed in Safe (secured).**



KEN6: 25-30p Accountable form authorizations (06)
DA Form 1687 & DD Form 577
FY: COFF 30 Sept 06, DEST Oct 12
Keep in CFA until event occurs and then until
no longer needed for conducting business, but
no longer than 6 years after the event, then
destroy.

- **Must be Filed in safe (secured).**



KN6: 25-30pp Status of publication files (06)
Cash Meal Payment Book #
FY: COFF 30 Sept 06, DEST Oct 12
Keep in CFA until no longer needed for conducting
business, but not longer than 6 years, then destroy.

- **Must be Filed in safe (secured).**



KEN6: 25-30qq Publication history and stock usage files (06)

USE RECORD/REGISTER OF CASH MEAL PAYMENT BOOKS

FY: COFF 30 Sept 06, DEST Oct 12

Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.



KE2: 30-22b Menu files (06)
**RRC FSMS MENUS, ALTERNATIVE MEALS, &
OPERATIONAL RATIONS**
FY: COFF 30 Sept 06, DEST Oct 08
DEST when superseded or obsolete.

- **Approved Catered Menu.**
- **Any Cyclical Menu – FSMS Menus.**
- **DSCP Menus (MREs, TOTEMs, UGR-As, UGR H-3S).**
- **Alternative Meals.**
- **Heater Meals Menu.**
- **Holiday Menu.**
- **Picnic Menu.**



KE2: 30-22b Menu files (06)
FOOD SERVICE MANAGEMENT BOARD MINUTES
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until event occurs, then
until no longer needed for conducting
business, then destroy.

- **Copy of Announcement.**
- **Recorders Notes.**
- **Cover Letter.**
- **FSMB Minutes.**



K2: 30-22c Dining facility reviews (06)
**FY05 FOOD SERVICE RECORDS REVIEW
SCHEDULE AND STATUS REPORT**
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, then destroy.

- **Annual Reviews (IDT & AT) Schedule of Units.**



K2: 30-22c Dining facility reviews (06)

**ANNUAL REVIEW OF FOOD SERVICE RECORDS
(FY05) – 460th CM BDE**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, then destroy.

- **IDT & AT Annual Reviews.**
- **All In One File Or Separate By Unit.**



K2: 30-22c Dining facility reviews (06)

DA FORM 3988-R (EQUIPMENT REPLACEMENT RECORD)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business, then destroy.

- **By Unit.**
- **Roll-Up Matrix.**



K2: 30-22c Dining facility reviews (06)
**FOOD SAFETY & PROTECTION CERTIFICATES
& COURSE ATTENDANCE SHEETS**
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, then destroy.

- **Memorandum Announcement.**
- **Attendance Sheets.**
- **Certificates.**
- **AT Attendance Sheets.**



KE2: 30-22d Dining facility operations (06)
DA FORM 2970 (HEADCOUNT REPORT)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **By Unit or Roll-Up Of All Forms In 1 File separated by Unit.**



KE2: 30-22d Dining facility operations (06)
DA FORM 3032 (SIGNATURE HEADCOUNT SHEET)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**



K2: 30-22d Dining facility operations (06)
DA FORM 3034 (PRODUCTION SCHEDULE)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**



K2: 30-22d Dining facility operations (06)
DA FORM 3234 (INVENTORY RECORD)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**



KE2: 30-22d Dining facility operations (06)
DA FROM 5913 (STRENGTH & FEEDER REPORT)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **Separate Strength From Feeder.**
- **By Unit or Roll-up of All Forms in 1 File separated by Unit.**



KEN: 30-22e Food program projects (06)

DINING FACILITY PROJECT

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until no longer needed for conducting business but no longer than 2 years after the event, then destroy.

- **Staff Study.**
- **Survey and Test Results.**



TP6: 30-22f1 Menus development (06)

Copies of Menu Board Minutes

Keep in CFA until no longer needed for conducting business then retire to RHA/AEA.

- **Keep 6 Years of Minutes in CFA. Each FY Transfer earliest minutes to RHA/AEA.**
- **FY06 File - FY06, FY05, FY04, FY03, FY02, FY01.**
- **FY07 File - Transfer FY01.**



K2: 30-22f2 Menus development

(06)

**INGREDIENT PRICE LISTS, RATION FACTOR
LISTS**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
Business, but no longer for 2 years, then destroy.

- **TISA Price Lists**
- **Grocery Store Price Lists**
- **Ration Factor Lists.**



K2: 30-22g Ration requests – Brigade (06)
or higher

CONSOLIDATED RATION REQUESTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but no longer than
2 years, then destroy.

- **Only Brigades or Higher.**
- **Convoy Rations Requests.**
- **Consolidated Ration Requests.**
- **Requests for Issues of Subsistence.**



K2: 30-22h Ration request, issue, (06)
delivery, and account status files

**DA FORM 3953 (PURCHASE REQUEST AND
COMMITMENT)**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but no longer than
2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**
- **DA Form 3294 (Ration Requests/Issue/Turn-in Slip).**
- **DA Form 3161 (Request for Issue or Turn-in).**
- **Certificates of Donation.**
- **USARC Form 36-R (USAR Subsistence Account Report).**



K2: 30-22h Ration request, issue, (06)
delivery, and account status files
DA FORM 5914 (RATION CONTROL SHEET)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, but no longer than
2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**
- **DA Form 3161 (Request for Issue or Turn-in).**



T2: 30-22i2 Food program reports – other offices, (06)
brigade, division, installation, & MACOM
food advisor

ASSIST VISITS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, then retire to RHA/AEA.

- **Food Program Accomplishments.**
- **Command Logistics Review Program (CLRP).**
- **Cook of the Quarter.**



T2: 30-22i2 Food program reports – other offices, (06)
brigade, division, installation, & MACOM
food advisor

ACTION PLANS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, then retire to RHA/AEA.

- **By Unit or Roll-Up of All Action Plans in 1 File separated by Unit.**



T2: 30-22i2 Food program reports – Other offices, (06)
brigade, division, installation, & MACOM
food advisor

**CONNELLY AWARDS PROGRAM RESERVE
COMPONENT FIELD KITCHEN CATEGORY**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, then retire to RHA/AEA

- **All Memorandums.**
- **All Nominations to Include Negative Reply with Justification.**



T2: 30-22i2 Food program reports – Other Offices, (06)
brigade, division, installation, and MSCOM
food advisor

BEST DINING FACILITY AWARDS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, then retire to RHA/AEA



K2: 30-22k Facility and equipment (06)
layout reviews

**PLANS & EQUIPMENT LAYOUT DRAWINGS &
SPECIFICATION SHEETS**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, but not longer than 2 years, then
destroy.



K2: 30-22m Unsatisfactory subsistence files (06)

DA FORM 1608 (UNSATISFACTORY MATERIAL REPORT)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business, but not longer than 2 years, then destroy.

- **SF 364 (Report of Discrepancy).**



K2: 30-22p TISA BDFA, price list, (06)
and adjustment files

BDFA, MEAL RATES, & PRICE LISTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, but no longer than 2 years, then
destroy.



KE2: 30-5a2 Food cost and feeding (06)

strength reports – Feeder reports

**DA FORM 2969-2-R (FOOD COST & FEEDING
STRENGTH SUMMARY US ARMY RESERVES)**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until
no longer needed for conducting business, but
no longer than 2 years, then destroy.



LABELING ARMY FIELD FEEDING SYSTEM (AFFS)

K2: 30-22aa Field ration accounts (06)
CORRESPONDENCE – ACTION DOCUMENTS
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, but not longer than
2 years, then destroy.

- **Suspense's.**
- **Host Installation Requirements.**
- **AT Requirements.**
- **OPORD/OPLAN/FRAGO Requirements.**



LABELING

ARMY FIELD FEEDING SYSTEM (AFFS) (continued)

K2: 30-22aa Field ration accounts (06)

CORRESPONDENCE – NON-ACTION DOCUMENTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business, but not longer than 2 years, then destroy.

- **Pre-Camp Handouts**
- **SOPs**
- **LOI's**
- **Organization Charts**
- **Memorandums**
- **Additional Duty Orders**
- **E-Mails**
- **Fax's**
- **Recommendations**



KE2: 30-22dd Field menu files (06)
OPERATIONAL MENUS & TRAINING MENUS
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until event occurs and then
no longer needed for conducting business,
but no longer than 2 years, then destroy.

- **TISA Menus.**
- **DSCP Menus (MRE, TOTEM, UGR-A, UGR-H&S).**
- **Alternative Meals (Heater Meals).**



K2: 30-22ee Field kitchen review files (06)
DA FORM 5161-R (COMPREHENSIVE FOOD ESTABLISHMENT INSPECTION)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
Conducting business, but no longer than
2 years, then destroy.

- **Field Sanitation Inspections.**
- **AT Field Kitchen Equipment Lists.**
- **Disposable-ware List.**
- **Chemical List.**



KE2: 30-22ee Field kitchen review files (06)
**ANNUAL TRAINING (AT) REVIEW OF FOOD
SERVICE RECORDS**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but no longer than
2 years, then destroy.



K2: 30-22ff Field ration request, production, (06)
control sheet and feeder report files

**DA FORM 3294 (RATION REQUEST/ISSUE/
TURN-IN SLIP)**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, but not longer than 2 years, then destroy.



K2: 30-22ff Field ration request, production, (06)
control sheet and feeder report files
DA FORM 5913 (STRENGTH & FEEDER REPORT)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for conducting
business, but not longer than 2 years, then destroy.



KE2: 30-22ff Field ration request, production, (06)
control sheet and feeder report files

DA FORM 5914(Ration Control Sheet)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but not longer than 2 years,
then destroy.

OTHER FORMS

- **DA Form 3032 (Signature Headcount Sheet).**
- **DA Form 3034 (Production Schedule).**
- **DA Form 3161 (Request for Issue or Turn-In).**
- **DA Form 3234 (Inventory Record).**